

SEEKONK | Massachusetts

LEAVE REQUEST PROCESS

(updated 12/28/2021)

Leave Request Forms

- Employee completes the [Request for Family or Medical Leave](#) form (at least 30 days prior to leave) if this is for a condition that may be longer than 3 consecutive calendar days or is for care of an immediate family member. If the leave is unforeseeable, the employee is expected to give notice as soon as possible.
- Supervisor will review, sign and send the form to the Town Administrator's office within 24 hours of receipt.
- HR will let the employee know if they are eligible for Family Medical Leave (FMLA) or if additional information is needed.
 - Please note that FMLA provides job protection only and is not a form of paid leave.

Certification of Leave for Employee

- If an employee is requesting family medical leave (FMLA) for a condition that lasts any portion of 3 or more consecutive calendar days, then they will need to have a physician complete the [Certification of Health Care Provider form](#). This must be submitted to the Town Administrator's office.
- The physician must review the employee's job description when completing this form if it is for a personal medical condition. A job description may be requested through the Town Administrator's office or your immediate supervisor.
- The employee will be notified if FMLA is approved or if additional information is needed.
- The supervisor will be notified if an employee's leave has been approved and the dates for which the leave is approved. Employees will need to use available paid leave with FMLA.
- If FMLA is approved (for a single block of time or intermittent leave), the supervisor will need to code the employee's time as FMLA for payroll.
- Updates from the physician for may be required every 30 days.

Certification of Leave for Immediate Family Member

- If an employee is requesting to use leave to care for an immediate family member, then they will need to have the physician complete the [Certification of Health Care Provider for Employee's Immediate Family Member](#).

Release to Return to Work (for employee medical conditions only)

- In order to return to work, the employee will need his/her physician to review their job description and complete the [Physician's Release to Return to Work](#) form.
- If an employee has restrictions for work, an update from the physician may be necessary every 30 days or sooner if the restrictions change or the employee is released to full duty. There is a limited amount of time that modified duty can be accommodated. Employees need to give a copy of the Physician's Release to Return to work form to the Town Administrator's office and their supervisor each time it is updated by his/her physician.
- The supervisor should work in partnership with the Town Administrator's office to make sure the proper release is submitted.

Questions? Additional information including leave policies can be found on the Town's [Leave](#) page. Contact the Town Administrator's office with questions at hrstaff@seekonk-ma.gov as leave may vary by employee.